

§ 806b.20 Contents of Privacy Act case files.

Do not keep copies of disputed records in this file. Use the file solely for statistics and to process requests. Do not use the case files to make any kind of determination about an individual. Document reasons for untimely responses. These files include:

- (a) Requests from and replies to individuals on whether a system has records about them.
- (b) Requests for access or amendment.
- (c) Approvals, denials, appeals, and final review actions.
- (d) Coordination actions and related papers.

Subpart F—Privacy Act Notifications**§ 806b.21 When to include a Privacy Act warning statement in publications.**

Include a Privacy Act Warning Statement in each Air Force publication that requires collecting or keeping personal information in a system of records. Also include the warning statement when publications direct collection of the SSN from the individual. The warning statement will cite legal authority and the system of records number and title. You can use the following warning statement: 'This part requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by (U.S.C. citation and or Executive Order number). System of records notice (number and title) applies.'

§ 806b.22 Publishing system notices.

The Air Force must publish notices in the FEDERAL REGISTER of new, amended, and deleted systems to inform the public of what records the Air Force keeps and give them an opportunity to comment. The Privacy Act also requires submission of new or significantly altered systems to the Office of Management and Budget (OMB) and both houses of the Congress before publication in the FEDERAL REGISTER. This includes:

- (a) Starting a new system.
- (b) Instituting significant changes to an existing system.

(c) Sending out data collection forms or instructions.

(d) Issuing a request for proposal or invitation for bid to support a new system.

§ 806b.23 Timing of notices.

At least 120 days before the effective start date, system managers must send the system notice to SAF/AAIA on a 5 1/4 or 3 1/2-inch disk in Wordstar (ASCII text file) or Microsoft Word, with a paper copy highlighting any changes through the MAJCOM or FOA Privacy Act Officer. See Appendix B of this part for a sample system notice.

Subpart G—Protecting and Disposing of Records**§ 806b.24 Protecting records.**

Protect information according to its sensitivity level. Consider the personal sensitivity of the information and the risk of loss or alteration. Most information in systems of records is FOR OFFICIAL USE ONLY (FOUO). Refer to AFI 37-131², 'Air Force Freedom of Information Act Program,' for protection methods.

§ 806b.25 Balancing protection.

Balance additional protection against risk and cost. AF Form 3227, 'Privacy Act Cover Sheet', is available for use with Privacy Act material. For example, a password may be enough protection for an automated system with a log-on protocol. Classified computer systems or those with established audit and password systems are obviously less vulnerable than unprotected files or word processors in offices that are periodically empty. Follow AFI 33-202³, 'The Air Force Computer Security Program,' for procedures on safeguarding personal information in automated records.

§ 806b.26 Disposing of records.

You may use the following methods to dispose of records protected by the Privacy Act according to records retention schedules:

²See footnote 1 to section 806b.11, of this part.

³See footnote 1 to section 806b.11, of this part.